

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
California State Military Reserve  
9800 Goethe Road – P.O. Box 269101  
Sacramento, California 95826

CASR-P

1 February 2007

**MEMORANDUM FOR ALL MEMBERS OF THE CALIFORNIA STATE MILITARY  
RESERVE AGE 63 OR OLDER**

**SUBJECT: ANNOUNCEMENT OF 2007 QUALITATIVE RETENTION BOARD**

1. IAW CA SMR Reg 600-10 (1 July 2006) and PPB 06-01, a CA SMR Qualitative Retention Board (QRB) will be held at HQ, CA SMR on 5 May 2007 to consider the suitability for further active CA SMR service (retention) of all members of the CA SMR, that wish to continue in a active status, that will be 64, 66, or 68 years of age on 1 July 2007. **(Note this is a change from previous policy and individuals will only appear before the board every other year, even though a board will be held every year.)**
2. Individuals reaching their 70th birthday will be either discharged or retired, as appropriately qualified, from active CA SMR service on the monthly drill date nearest their 70th birthday.
3. Individuals who will be 64, 66, or 68 years of age on 1 July 2007 and desiring to remain in an active status with the CA SMR will submit an Application for Retention Package, through their chain of command, to HQ, CA SRM, ATTN: CASR-P in sufficient time to be received at HQ, CA SMR not later than 14 April 2007.
4. The Application for Retention Packet will include only the following documents:
  - a. A Form 10, with TDA position, SSN, and other information completed;
  - b. Written request from the individuals immediate unit commander, as described below in paragraph 5a, endorsed by the Major Subordinate Commander (MSC), if applicable;
  - c. Written letter from the individual expressing their desire to remain in an active status as described in paragraph 5b below;
  - d. A full length color photograph in Class B uniform with all authorized ribbons and badges, taken no earlier than 1 January 2007;
  - e. A current physician's signed statement, no earlier than, 1 January 2007, certifying that the individual is in good health and physically able to perform all normal duties expected for the position occupied, and,
  - f. Letter of Agreement – Biennial Retention Review (see PPB 06-01 for format)

5. Detailed description of documents to be submitted:
  - a. The written request of the unit commander will include a concise explanation of the duties and nature of the critical service(s) currently performed by the individual applying for retention and how they contribute to the accomplishment of the missions of the CA SMR and certifying that the individual meets the current height and weight standards as published in CA SMR Reg 600-9.
  - b. The written letter from the individual will contain a statement of their desire to remain in an active status with the CA SMR, how this will further the accomplishment of the missions of the CA SMR, what they have done to improve their abilities to support the National Guard, and the total number of hours of service performed in the last two years.
  - c. The full length color photograph must be in Class B uniform, with all authorized ribbons and badges, taken not earlier than 1 January 2007 and that demonstrates the physical appearance of the individual,
  - d. The Letter of Agreement" will be substantially identical to the example shown as Appendix A to CA SMR PPB 06-01.
6. Submissions related to personnel assigned to HQ, CA SMR will treat the Directorate or Section Chief as their immediate unit commander, the HHD Commander as an intermediate commander and the Chief of Staff will endorse the application as if he were the MSC Commander.
7. Applications for Retention received after the suspense date of 14 April 2007, or received incomplete, will be returned through the Chain of Command without action and will not be reviewed by the QRB.
8. At the conclusion of the board, a report recommending retention or separation will be forwarded to the Commanding General, CA SMR, for his review and endorsement. The Commanding General, CA SMR, will forward the recommendations to the Assistant Adjutant General, California National Guard, who will concur or non-concur and return the recommendations to the Director of Personnel, CA SMR, for appropriate actions.
9. Individuals will be notified by the Director of Personnel, through their Chain of Command, of the results of the QRB as soon as all concurrences or non-concurrences are received.
10. Point of Contact is LTC Art Mark or COL Paul Ragains, CA SMR, XO at [paul.ragains@us.army.mil](mailto:paul.ragains@us.army.mil) or (916) 854-3143.

FOR THE COMMANDING GENERAL:

RALPH S. LEFAVER  
COL, GS, CSMR  
Director of Personnel (G-1)